

ROBERT R. JONES PUBLIC LIBRARY DISTRICT BYLAWS

These Bylaws are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees.

ARTICLE I – NAME/IDENTIFICATION

The Library is established under the provisions set forth in Illinois Compiled Statutes, Chapter 75, Act 16; The Public Library District Act of 1991 and shall be known as the Robert R. Jones Public Library District. This library shall be forever free and subject to the above-named statutes as from time to time amended.

ARTICLE II – MISSION AND VISION

Mission Statement

To connect people with information, ideas, and experiences to provide enjoyment, enrich lives, and strengthen community.

Vision Statement

Robert R. Jones Public Library District strives to create opportunities to discover, connect, and inspire.

ARTICLE III – MEMBERSHIP

Article III, Section 1. Appointment and Terms of Office/Elections and Qualifications of Trustees

The Board of Trustees shall consist of seven (7) members who shall be elected or appointed in accordance with the Illinois Public Library District Act (75 ILCS 16) and the Illinois Election Code (10 ILCS 5). Trustees shall serve six (6) year terms commencing on the first Monday of the month following their election or appointment and ending six (6) years thereafter. Trustees elected to fill an unexpired term and trustees appointed to fill a vacancy shall serve in accordance with applicable Illinois law.

Trustees shall be elected at the consolidated election as provided by law. Any resident of the Library District who is a registered voter and otherwise qualified under Illinois law may seek election to the Board of Trustees.

Candidates for election shall file nomination papers, including a Statement of Candidacy and any other documents required by law, with the appropriate local election official during the filing period established by the Illinois Election Code. Candidates shall also file a Statement of Economic Interests with the appropriate county office as required by law. Nomination papers shall not be considered valid unless accompanied by proof that the Statement of Economic Interests has been filed.

Vacancies occurring on the Board of Trustees shall be filled by appointment of the remaining trustees in accordance with Illinois law. An appointed trustee shall serve until a successor is elected and qualified at the next regularly scheduled election for which the office may be filled under applicable law.

The order of candidate names on the ballot, candidate withdrawal procedures, and all other election matters shall be governed by the Illinois Election Code and administered by the appropriate election authority.

Article III, Section 2. Vacancies

A vacancy shall be declared by the Board when the elected or appointed Trustee declines or is unable to serve. The Trustee becomes a non-resident of the district, the Trustee is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon them by this act, the Trustee shall

have failed to pay the Library taxes levied by the District, or the Trustee has been absent without notification for two (2) consecutive meetings.

Article III, Section 3. Meeting Attendance

Members shall be expected to attend all meetings unless prevented by a valid reason.

Article III, Section 4. New Trustees

The Director shall meet with new trustees to tour the property and review services and shall present to new trustees an onboarding packet which includes an orientation schedule, trustee job description, library policy and other procedural material. New trustees will also receive a list of trustees, committees, minutes and financial reports for the previous 12 months, as well as other pertinent information.

ARTICLE IV – OFFICERS

Article IV, Section 1. Officers and Elections

The officers of the Board shall be a President, Vice-President, Secretary, and Treasurer. These officers shall constitute the Executive Committee and shall be elected by a majority vote of the Board for two (2) year terms at the regular meeting held in June of each even-numbered year.

Members of the Executive Committee shall not serve more than two (2) consecutive terms in the same office unless unanimously approved by the Board of Trustees.

In the event of a vacancy in any office, the Board shall elect a successor by majority vote at the next regular meeting. The elected officer shall serve the remainder of the unexpired term.

The Executive Committee is authorized by the Board to sign checks and other financial instruments as provided by Board policy.

Article IV, Section 2. President

The President shall preside at all board meetings, appoint all standing and special committees for a term of one (1) year at the annual meeting, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Board. The President shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff. The President does not have nor exercise veto power. The President shall entertain and vote on motions, and is given authority to determine emergencies. This could involve emergencies caused by weather or presenting a public hazard and/or involving emergency repairs or maintenance. The President would then be able to rectify the situation to the best of their ability without a poll of the Board in emergencies only. It is recommended that if such emergency action needs to be taken, the President will notify the Board.

Article IV, Section 3. Vice-President

The Vice-President, in the absence of the President, shall assume all duties of the President, including authorization to sign all official documents in the absence of the President.

Article IV, Section 4. Secretary

The Secretary shall keep minutes of all board meetings, record attendance, and record a roll call on all votes. The Secretary shall perform all other such clerical duties as may be assigned by the Board, has the power to administer oaths and affirmations for the purposes of the Library District Act, and conduct Open Board meetings in the absence of the President and Vice-President and call for the election of a temporary chairperson.

Article IV, Section 5. Treasurer

The Treasurer, with the Director, shall work with the accountants to assure timely bill payment, payroll, record keeping, and all financial aspects of the Library. Report receipts and disbursements shall be subject to audit by any two (2) other trustees or by a licensed certified public accountant. An audit shall be conducted each fiscal year and a statement of receipts and disbursements shall be published in a local newspaper within 60 days after the close of the fiscal year. Such a statement shall include: cash on hand as of July 1st, total cash receipts, total disbursements, discrepancies, any other information deemed pertinent by the auditors. The Treasurer shall confirm a copy of the Budget and Appropriation Ordinance is held at the Library and available to public inspection at all times. The outgoing Treasurer shall work with the incoming Treasurer until the end of the fiscal year at which time an audit will be made.

Article IV, Section 6. Liability Coverage

The Library District shall maintain liability insurance coverage, including Directors and Officers (D&O) liability insurance, in such amounts as determined by the Board of Trustees to be prudent and fiscally responsible. Such coverage shall be intended to protect the Library District, its trustees, officers, employees, volunteers, and agents from claims arising out of the performance of their official duties on behalf of the Library District.

To the fullest extent permitted by Illinois law, the Library District shall indemnify and hold harmless its trustees, officers, employees, and volunteers against any claim, action, suit, or proceeding arising from acts performed in good faith within the scope of their official duties, provided that such individual acted in a manner reasonably believed to be in the best interests of the Library District and not in violation of any applicable law.

Nothing in this Section shall be construed to require the Library District to indemnify any person for willful misconduct, fraud, criminal acts, gross negligence, or actions taken outside the scope of their authorized duties.

The Board of Trustees shall review the adequacy of the Library District's liability coverage on a regular basis and may adjust coverage limits, deductibles, and policy provisions as necessary to protect the interests of the Library District.

ARTICLE V – MEETINGS, QUORUM, VOTING

Article V, Section 1. Regular Meetings

Regular meetings shall be held monthly, with the date and time established by the Board at its annual meeting. All meetings shall be open to the public and posted in advance in accordance with applicable requirements. At the beginning of each fiscal year, the Board shall adopt, by ordinance, the schedule of regular meeting dates and times. The Director shall ensure the approved schedule is posted within the Library.

Article V, Section 2. Special Meetings

Special meetings shall be held at any time when called by a member of the Executive Committee or by any three trustees of the Board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members and to any new medium which has filed an annual request for notice under the Open Meetings Act, no business except that stated in the notice and agenda shall be transacted.

Article V, Section 3. Annual Meeting

An annual meeting shall be held in June during a regular Board meeting for the purpose of electing officers (in even-numbered years), making committee assignments, and approving the proposed budget. The Board shall also receive annual reports from the Director and standing committees. These reports shall include a summary of the year's activities and accomplishments. A copy of each report shall be maintained on file in the Library.

Article V, Section 4. Quorum

A quorum at any meeting shall consist of four (4) board members.

Article V, Section 5. Agendas and Notices

Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. The following Order of Business shall be followed at regular meetings:

- Call to order, welcome, and establishment of quorum
- President's report
- Secretary's report, approval of minutes as received or corrected
- Treasurer's report, approval of bills payable
- Director's report
- Committee reports, in order of their appearance in the bylaws
- Public Comment
- New business
- Old business
- Adjournment

Article V, Section 6. Voting and Minutes

All votes on questions shall be recorded by ayes and nays, and the passage or failure of each matter shall be reflected in the Secretary's minutes. Ordinances shall be adopted by roll call vote, with the individual votes recorded in the minutes. Any absences and abstentions from voting shall also be documented in the minutes.

Minutes of all meetings shall, at a minimum, include the names of Board members present, all items of business considered, all motions made (except those withdrawn), and the results of all votes taken.

Approved minutes shall be posted on the Library's website in accordance with applicable law.

Article V, Section 7. Open Meetings Law Compliance

All board meetings and all committee meetings shall be held in compliance with Open Meetings Law as it applies to the district.

Article V, Section 8. Parliamentary Authority

Robert's Rules of Order, revised shall govern the parliamentary procedure of the Board, unless otherwise specified in the bylaws. Meetings and operations will be conducted in accordance with the Freedom of Information Act and the Open Meetings Act and shall be consistent with the laws of Illinois and the bylaws and statements of policy of the Board.

ARTICLE VI – COMMITTEES

Article VI, Section 1. Standing and Special Committees

The standing committees shall be appointed at the annual meeting. Each committee shall consist of at least three members, including the Library Director. The Board President and the Library Director shall serve as ex officio members of all committees. Each standing committee shall elect a chairperson at its first meeting.

- Building and Grounds Committee
- Employee Committee
- Finance Committee
- Policy Committee
- Program Committee
- Executive Committee

The Library shall be the depository of all committee minutes.

Special committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the assigned work.

Article VI, Section 2. Building and Grounds Committee

The Building and Grounds Committee shall:

- Provide oversight and recommendations related to the maintenance, repair, alteration, and improvement of library facilities and grounds, including furnishings, heating, lighting, sanitation and general building systems.
- Review and advise on matters related to technology infrastructure housed within library facilities, including computer equipment, in coordination with the Library Director.
- Monitor facility conditions and capital needs and make recommendations to the Board regarding short and long-term maintenance and improvement planning.
- Provide leadership and oversight in the planning, design, development, and construction of any new library facility or major renovation project, as directed by the Board.
- Coordinate with the Finance Committee, Policy Committee, and Library Director when facility related matters involve budgeting, policy, or operational considerations.
- Support compliance with applicable safety, accessibility, and building regulations.

Article VI, Section 3. Employee Committee

The Employee Committee shall:

- Coordinate and prepare the annual performance review of the Library Director for discussion by the full Board prior to the formal evaluation.
- Assist the Library Director, as appropriate, in the development of annual goals and objectives for the coming year.
- Serve in an advisory and leadership capacity in addressing employee concerns or conflicts that cannot be resolved at the administrative level by the Library Director.
- Review and recommend employee related policies, procedures, and practices to the Policy Committee or full board as appropriate.
- Support the Board in maintaining compliance with applicable employment laws and best practices in public library governance.

- Maintain confidentiality in all employee related matters.

Article VI, Section 4. Finance Committee

The Finance Committee shall:

- Review and provide guidance on the preparation of the annual budget and Budget and Appropriations Ordinance prior to presentation to the full board for discussion and approval.
- Review and recommend the annual tax levy prior to full board consideration and approval.
- Review the Library District's working budget and monitor revenues and expenditures throughout the fiscal year.
- Review monthly financial reports, including but not limited to balance sheets, fund reports, and expenditure summaries, and report relevant information to the Board.
- Review the annual audit, meet with the auditor as appropriate, and report audit findings and recommendations to the Board.
- Provide oversight of library investments and ensure compliance with the Library District's investment policy and applicable laws.
- Review financial policies and procedures and recommend updates as needed to support sound fiscal management.
- Assist the Board in long range financial planning, including capital needs and sustainability planning, as appropriate.

The Treasurer of the Board of Trustees will act as the Chair of the Finance Committee for consistency of oversight.

Article VI, Section 5. Policy Committee

The Policy Committee shall:

- Conduct a scheduled review of all existing library policies on a rotating basis to ensure they remain current and compliant with applicable federal, state, and local laws and regulations.
- Recommend the creation of new policies as needed to address emerging issues or to support the mission and goals of the Library District.
- Review proposed policy revisions submitted by the Library Director or other board committees.
- Present all proposed new policies and policy revisions to the full board for discussion and approval.
- Ensure that approved policies are organized, documented, and made accessible to trustees, staff, and the public as appropriate.
- Coordinate with other standing committees and the Library Director when policy matters overlap with other areas of governance.

Article VI, Section 6. Program Committee

The Program Committee shall:

- Serve in an advisory capacity to the Board regarding broad principles and priorities related to library programs, services, and community engagement.
- Conduct a biannual review of the Library District's Strategic Plan as it relates to programs, services, outreach and community partnerships, and report findings, observations, and recommendations to the Board.
- Review high level reports or summaries provided by the Library Director related to programming trends, participation, and community impact.

- Assist the Board in identifying opportunities to extend library services to underserved and unserved populations within the district.
- Review and recommend operational related policies, procedures, and practices to the Policy Committee or full board as appropriate.
- Support strategic planning efforts related to service growth, partnerships, and community collaboration.
- Advocate for the Library District within the community and promote awareness of library services at a strategic level.

Article VI. Section 7. Executive Committee

The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer. The President may request an executive meeting at any time as described in **Article V, Section 2. Special Meetings**.

Article VI, Section 8. Committee Decisions

No committee shall have the power to make decisions binding upon the Board without approval by the full board. The committee's power is of an advisory capacity only.

Article VI, Section 9. System Representation

The Library Director may designate a delegate to represent the Library in PrairieCat Consortium activities, as appropriate.

ARTICLE VII – DUTIES OF THE BOARD OF TRUSTEES

Article VII, Section 1. Board of Library Trustees

New board members will receive an onboarding packet upon election/appointment of Trustee; including a job description, orientation schedule and training requirements. The following sections shall include normal duties of the Board of Trustees with the understanding that the Board's role is one of governance and not management.

Article VII, Section 2.

Legal responsibility for the operation of the Robert R. Jones Public Library District is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operation and services.

Article VII, Section 3.

The Board shall select, appoint and supervise a properly certified and competent Library Director, and determine the duties and compensation of all library employees with the Library Director.

Article VII, Section 4.

The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Article VII, Section 5.

The Board shall have exclusive control of the expenditure of all monies collected, donated or appropriated for the Library fund and shall audit and approve all library expenditures through the approved budget and with input from the Library Director.

Article VII, Section 6.

The Board shall supervise and maintain the building and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Article VII, Section 7.

The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Article VII, Section 8.

The Board shall cooperate with other public officials and boards and maintain vital public relations.

Article VII, Section 9.

The Board shall approve and submit the required annual report to the Library District as required.

ARTICLE VIII – LIBRARY DIRECTOR**Article VIII, Section 1.**

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the Library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall act as technical advisor to the Board. The Director shall be invited to attend all board meetings, but may be excused from closed sessions and shall have no vote.

Article VIII, Section 2.

The Library Director shall administer the policies adopted by the Board. Among duties and responsibilities of the Library Director shall be that of hiring personnel, directing, supervising, and disciplining of all staff members, monthly and annual reports as required by the Board, and recommending such policy and procedures as will promote the efficiency and service of the Library.

Article VIII, Section 3.

The Library Director shall file on or before the first Tuesday of December, a certified copy of the Levy Ordinance with the county clerk of each county involved.

ARTICLE IX – CONFLICT OF INTEREST**Article IX, Section 1.**

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Robert R. Jones Public Library District in which they have a direct or indirect financial interest.

Article IX, Section 2.

A board member shall withdraw from board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Article IX, Section 3.

A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

ARTICLE X – FISCAL YEAR

The fiscal year of the Library shall begin on July 1 and end on June 30. All financial records and reports shall be prepared and filed in accordance with applicable Illinois law.

ARTICLE XI – AMENDMENTS

Article XI, Section 1.

These bylaws may be amended at any regular meeting providing previous notice of amendment has been given either at a previous meeting or a majority vote of those present and voting.

Article XI, Section 2.

No section of these bylaws may be in conflict with the provision of the Public Library District Act. The provisions for adopting a revised set of bylaws shall be the same for those of adopting an amendment. An amendment of the Library Act shall automatically become an amendment to these bylaws and need not be voted upon.

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